

| REPORTS INVENTORY | | | | | | CONTROL NO. RAB - 5 | |
|--|-------------|--|----------|--|--|---|---------------|
| PREPARE IN DUPLICATE | | | | | | | |
| 1. TITLE OF REPORT (if a fill-in report include Form No.) Records Management Board Report to Ex. Dir. Comptr. | | | | | 2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING | | |
| 3. FUNCTIONAL AREA | PERSONNEL | | TRAINING | | <input checked="" type="checkbox"/> | ADMIN. GENERAL OTHER (specify) | |
| | LOGISTICS | | SECURITY | | | | |
| | MEDICAL | | FINANCE | | | | |
| 4. NO. OF COPIES PREPARED 10 | | 5. FREQUENCY (weekly, monthly, quarterly, etc.) Semi-Annual | | | 6. DISTRIBUTION (No. of components not number of copies) 10 | | |
| 7. FORMAT (memorandum, form, computer print-out, etc.) memo | | 8. ADP PROCESSING <input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO | | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT Memo from DDS | | |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) RAB | | | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Reports from 5 Board members. | | | |
| 12. COST FACTORS | | | | | | | |
| A. MANUAL PREPARATION AND REVIEW COSTS | | | | | | | |
| GRADE | HOURLY RATE | <input checked="" type="checkbox"/> HOURS PER REPORT | = | COST PER REPORT | <input checked="" type="checkbox"/> TIMES PREPARED | = | COST PER YEAR |
| GS7-10 | 5.06 | 6 | | 30.36 | 2 | | \$450.48 |
| GS14-4 | 10.39 | 40 | | 415.60 | | | |
| GS13-4(5) | 8.86 | 20 | | 177.20 | | | |
| GS16- | 12.76 | 8 | | 102.08 | | | |
| | | | | 225.24 | | | |
| B. COSTS OF COMPUTER PRODUCED REPORTS | | | | | | | |
| TOTAL COSTS PER YEAR | | | | | | \$450.48 | |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Requested by Exec-Dir. Comptroller for Management Purposes. Started July 1968 - Reviewed and reduced 50% in July 1970. | | | | | | | |
| 14. FUTURE GOALS | | | | | | | |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) Was reduced recently <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE | | | | | | ESTIMATED SAVINGS MAN-HOURS DOLLARS | |
| 16. DATE OF INVENTORY 10/9/70 | | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070017-2 | | | | | 18. EXTENSION |